



KGATELOPELE LOCAL MUNICIPALITY

CELL PHONE POLICY

2018/19

1. PURPOSE

The purpose of this policy is to regulate the procurement for, use of cell phones, 3G data cards for Councillors and staff of the Municipality.

2. PROVISION OF CELL PHONES BY THE MUNICIPALITY FOR PERMANENT USE:

2.1 The following Councillors and staff of the Municipality will be provide with cell phone allowance and/or Cell phones with top up contracts.

2.1.1 In the case of Councillors: All Councillors/Executive Mayors/Full time Councillors etc. to be provided allowances as per Gazette amount

2.1.2 All Section 57 Managers

- Municipal Manager R 2 000.00
- Chief Financial Officer R 2 000.00
- Technical Manager R 2 000.00

2.1.3 Secretaries to all section 57 manager will receive R 400.00 cell phone allowance per month.

2.1.4 Foremen and assistant foremen will receive an allocation not exceeding R 500 monthly on the contract when it is due for renewal.

2.1.5 All Section 57 Managers will receive 5G data cards per month to execute their duties.

2.2 Provide cell phones remain the property of the Municipality and must be returned by recipients to the Municipality on demand by the Municipal Manager, or when an official cease to be employed by the Municipality.

2.3 All cell phone contracts will be renewed over a 24-month period. Cell phones will be replaced and old cell phones to be returned to the municipality. An option to purchase will be made available as per the asset management policy.

2.4 Recipients must at all times take due care of provided cell phones.

2.5 If the indicated amount of the contract has been reached no employee will be allowed to request for an increase in any way. It will be the responsibility of the employee to manage amount allocated.

2.6 If any cell phone needs repair the recipient shall immediately deliver the cell phone to the Municipality, who subject to the provision of this policy take such steps as maybe necessary to have some repaired or serviced.

2.7 If any provided cell phone is damaged, lost or stolen due to the negligence or deliberate act of the recipient, the Municipal Manager may require the recipient to pay the cost of repairing or replacing the cell phone, and the Municipal Manager shall not be obliged to repair or replace cell phone until the recipients pays such cost.

3. PROCUREMENT OF CELL PHONES AND RELATED SERVICES

3.1 A municipal “cell phone” shall mean a cell phone obtained by the municipality for the purposes of section (2)

3.2 Contracts and procurement of municipal cell phones should be in terms of Supply Chain Management processes and may not be in contravention with part (2.1.2) of this policy.

3.3 Each Municipal cell phone should be insured by the relevant service provider

4. USE OF MUNICIPAL CELL PHONES

4.1 No international calls may be made from any Municipal cell phone. Any person not adhering to regulation shall be held liable to reimburse the municipality for the cost of the calls made.

4.2 Itemised bills for each municipal cell phone will be obtained each month. A copy of each such bill shall be made available to the Municipal Manager if requested by the Municipal Manager the recipient shall inform the Municipal Manager in writing of the identity of the person to whom any or every call reflected in such bills was made to.

4.3 Recipients of provided cell phones are expected to keep such phones switched on at all reasonable time so as to ensure that they are contactable.

5. Administration Policy

The Municipal Manager shall be responsible for the administration and enforcement of this policy.

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6. ADMINISTRATION OF POLICY

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